



# CITY OF HOUSTON

## Administrative Procedure

Subject: **Downtown Employee Parking and Public Transportation**

A.P. No:

**3-6**

Effective Date:

**November 1, 2012**

### 1. AUTHORITY

- 1.1 Article VI, Section 7a, of the City Charter (Powers and Duties of the Mayor); Chapter 26, Article I, of the Code of Ordinances (the Parking Ordinance)

### 2. PURPOSE

- 2.1 To establish a policy that regulates City employee parking in the downtown area and encourages City employees to use public transportation.

### 3. OBJECTIVES

- 3.1 To accommodate parking and transportation needs for City employees who work in the downtown area.
- 3.2 To establish guidelines for the management of City parking facilities in the downtown area.

### 4. DEFINITIONS

*Accessible parking space* – A parking space designated for the exclusive use of a vehicle transporting a person with a disability and displaying valid “disabled person license plates” or a “disabled person parking placard” in accordance with Chapter 681 of the Texas Transportation Code.

*Allotted parking spaces* – Parking spaces the parking official has allotted to a City department or City Council Office, and which a department director or council member may assign to particular employees.

*Departmental parking liaison* – An employee in each City department who is assigned by the employee’s department director to serve as a liaison between the employee’s department and the Parking Management Division on matters pertaining to this policy.

*Downtown* – The portion of the central business district that is surrounded by the elevated freeway system and also includes the Municipal Courts Building at 1400 Lubbock, the police station at 61 Riesner, the Houston Permitting Center at 1002 Washington, the Parking Management building at 2020 McKinney and other downtown areas as designated.

*City employee* – A person who is employed by the City of Houston.

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*Contract employee* – A person who works on downtown City premises in fulfillment of an individual professional contract with the City; a person who is employed by a private firm contracted to provide services to the City and who is assigned to work on downtown City premises; or a person who is employed by another governmental agency and who is assigned to work on downtown City premises.

*Employee parking permit* – A permit, such as a hangtag, decal, or other such device issued by the Parking Management Division to an employee as evidence of authorization to park in a specific City facility in downtown.

*Parking access control device* – An automated access card (such as a City of Houston identification badge), sticker, or other device that enables the operator of a vehicle to access a downtown employee parking facility.

*Parking validation coupon* – A coupon purchased from the Houston First Corporation for parking in the Tranquility Garage.

*Parking Management Division* – The division responsible for managing City employee parking downtown and transit passes, and other duties as described in the Parking Ordinance (Chapter 26, article I, of the Code of Ordinances).

*Parking official* – The department director (or the director’s designee) designated as the City’s parking management official in the Parking Ordinance.

*Reserved parking space* – A parking space designated for the sole use of a specific person as identified by a City department director.

*Transit pass* – A bus or van pass issued by the Metropolitan Transit Authority or other commuter transportation provider approved by the Mayor.

## 5. SCOPE

- 5.1 This directive applies to City departments located downtown and City of Houston employees who work in the downtown area, with the exception of the Houston Police Department (HPD) facilities at 61 Reisner, 33 Artesian, 300 Milam, and 1200 Travis, which are managed by HPD. This exception does not include reporting requirements as described in Section 6.7.

## 6. RESPONSIBILITIES

- 6.1 The parking official is responsible for:
- 6.1.1 The administration and enforcement of this policy;
  - 6.1.2 Ensuring that parking needs are met by allocating parking spaces in the City’s downtown parking facilities, and negotiating with parking facility owners in the downtown area for additional employee parking;
  - 6.1.3 Evaluating and determining departmental parking space allocations and reserved parking space allocations;
  - 6.1.4 Coordinating with the General Services Department’s Security Management Division in the provision of parking access control devices to departments and to the Administrative Office of City Council;

- 6.1.5 Providing parking permits and transit passes to departments and to the Administrative Office of City Council;
  - 6.1.6 Providing parking invoices to departments and to the Administrative Office of City Council by July 1st of each year unless otherwise stipulated by contract. Such invoices shall include the parking access device and parking permit serial numbers for which the department is responsible and the amount charged for each device and permit;
  - 6.1.7 Reviewing departmental policies for parking facilities administered by the Parking Management Division;
  - 6.1.8 Regularly auditing access to parking facilities subject to this policy;
  - 6.1.9 Monitoring transit card use and revoking transit cards due to failure to adhere to this policy or for lack of use on a case-by-case basis in consultation with departmental parking liaisons;
  - 6.1.10 Promoting employee use of public transit; and
  - 6.1.11 Providing emergency transportation for employees.
- 6.2 The General Services Department's Security Management Division is responsible for:
- 6.2.1 Coordinating parking access controls with the Parking Management Division to enable the Parking Management Division to monitor the use of downtown City parking facilities; and
  - 6.2.2 Providing the Parking Management Division with a monthly report of automated access to downtown City parking facilities.
- 6.3 Department directors and the Administrative Office of City Council whose employees work downtown are responsible for:
- 6.3.1 Ensuring that their employees are aware of and adhere to this policy;
  - 6.3.2 Determining the fair use of their department's allocated employee parking spaces;
  - 6.3.3 Budgeting for parking validation coupons for guest and employee parking in Tranquility Garage as provided in paragraph 9 below;
  - 6.3.4 Paying parking invoices issued pursuant to paragraph 6.1.6 above;
  - 6.3.5 Designating an employee to act as liaison between the department and the Parking Management Division for matters pertaining to this policy;
  - 6.3.6 Providing departmental staffing forecasts before or on June 1st of each year to the department's parking liaison, projecting departmental parking needs for the succeeding fiscal year; and
  - 6.3.7 Creating a department policy, if necessary, to establish a standard procedure for employees authorized to park in the City's downtown parking facilities and submitting the policy to the Parking Management Division when the policy is created and revised.
- 6.4 Departmental parking liaisons to the Parking Management Division are responsible for communicating with the Parking Management Division regarding matters pertaining to this policy, and:

- 6.4.1 Providing employee parking permits and transit cards to employees after obtaining them from the Parking Management Division;
  - 6.4.2 Providing parking access control devices to employees after obtaining them from the Security Management Division of the General Services Department;
  - 6.4.3 Ensuring employees do not benefit from concurrent use of an employee parking permit and a transit pass, except as provided in paragraph 9;
  - 6.4.4 Receiving reports from employees about stolen or lost employee parking permits, parking access devices, and transit cards, and facilitating the replacement of such devices;
  - 6.4.5 Retrieving employee parking permits, parking access control devices, and transit cards from employees who are leaving City employment;
  - 6.4.6 Forwarding to the Parking Management Division the department's projected parking needs, by June 1 of each year for the next fiscal year; and
  - 6.4.7 Tracking the number of warning citations received by department employees for failing to display a valid parking permit.
- 6.5 Employees are responsible for:
- 6.5.1 Displaying a valid employee parking permit while parked in a City parking facility that is subject to this policy;
  - 6.5.2 Ensuring that nobody else uses the employee's parking permit, parking access control device, or transit card;
  - 6.5.3 Returning all parking permit and parking access control devices to the department's parking liaison not later than the employee's last day at work downtown;
  - 6.5.4 Paying \$15.00 or the amount set forth in any applicable parking contract to replace a lost, stolen, or mutilated parking access device or parking permit;
  - 6.5.5 Using their City-issued transit card for City business only;
  - 6.5.6 Paying costs incurred for lost or damaged transit cards;
  - 6.5.7 Obtaining permission from the employee's supervisor when City business requires the employee to exceed the normal allotment for the employee's transit card; and
  - 6.5.8 Notifying the department's parking liaison immediately if the employee's transit card is lost or stolen.
- 6.6 The Administration & Regulatory Affairs Director is responsible for ensuring that all federal income tax requirements of the employer are met in the administration of this policy.
- 6.7 The Houston Police Department shall send the parking official an employee parking roster for parking facilities under HPD's management on a quarterly basis in a format prescribed by the Parking Management Division.

## 7. POLICY

- 7.1 City employees who work downtown will be offered a parking space in one of the lots identified in Appendix I or a transit pass at no cost to the employee, with the exception of Tranquility Garage, where employees are required to pay a portion of the cost of parking. Each employee shall be responsible for all federal income tax liability that may result from their selection.
- 7.2 City employees are prohibited from concurrent use of a City-subsidized parking access control device and a City-issued transit pass.
- 7.3 Employees and contractors are prohibited from using their parking permit and/or parking control access device to allow others to access downtown parking facilities.
- 7.4 Parking and transit pass benefits are limited to employees of the City. This provision may be waived at the discretion of a department director for spaces allotted to a department (or by a council member for the six spaces allotted to the council member's office) for the use of contractors and City volunteers, for example.
- 7.5 Transit cards issued to employees by the City are City property. Funding of City-issued transit cards is based on an employee's particular route and estimated workday trips. Employees shall not make monetary contributions to their City-issued transit cards.
- 7.6 Transitioning from the employee parking program to the transit program may be done at the beginning of each month or at the discretion of the parking official.

## 8. PARKING ALLOCATION AND RATES

- 8.1 Departments or divisions shall be allocated a certain number of spaces in a parking facility. Space allocations shall be managed by the department director associated with those spaces.
- 8.2 The City Hall Annex and 611 Walker garages are for employee parking only. City vehicles shall not be parked in these garages, and shall be parked in the designated areas in the Tranquility Garage.
- 8.3 The City Hall Annex Garage's parking spaces shall be allocated as follows:
  - 8.3.1 The Mayor's Office will control parking spaces required by divisions reporting directly to the Mayor's Office (regardless of the funding source) and parking spaces needed by department directors whose offices are not in City Hall or the City Hall Annex.
  - 8.3.2 Each District or At-Large City Council Member shall receive two reserved spaces and four assigned spaces (six spaces total).
  - 8.3.3 Departments with offices in City Hall or the City Hall Annex will be allocated spaces based on occupied square footage.
- 8.4 The 611 Walker Employee Garage's parking spaces shall be allocated as follows:
  - 8.4.1 Departments with offices at 611 Walker will be allocated spaces based on occupied square footage.

- 8.5 Additional employee parking requirements for City Hall, the City Hall Annex and 611 Walker will be from assigned parking at the Hobby Center Garage, Lot H, Lot C, or Tranquility Garage.
- 8.6 The Tranquility Garage is managed by the Houston First Corporation, which leases parking spaces to the City for employee parking. City employees who park in the Tranquility Garage must pay a portion of this parking, as determined by the agreement between the Parking Management Division and the Houston First Corporation.

9. PARKING VALIDATION COUPONS

- 9.1 Visitors to City Hall, the City Hall Annex, and 611 Walker are expected to use local public parking.
- 9.2 Parking validation coupons are available for purchase from the Houston First Corporation by City Council Members and City departments for guest parking and occasional employee parking in the Tranquility Garage.
- 9.3 To promote transit use, City employees who ordinarily use transit passes to get to work may use parking validation coupons to park without charge in the Tranquility Garage when required to use their personal vehicles for City business as allowed by their department director. Employees may also use the coupons to park in the Tranquility Garage for up to twelve days a fiscal year for personal reasons.
- 9.4 Departmental parking liaisons and the Administrative Office of City Council shall document employee and visitor parking validation coupon usage on the Parking Coupon Log (Appendix II).

10. VAN/CARPOOL ACCESS

- 10.1 In coordination with department directors, the parking official may authorize City employees using van or carpool vehicles with three or more City employee participants from various departments to select the City parking facility of their choice from their departments' allocation of parking spaces.
- 10.2 An application for van or carpool access shall be submitted to the Parking Management Division through the employees' departmental parking liaisons.

11. ACCESSIBLE PARKING

- 11.1 Accessible parking spaces in the 611 Walker and City Hall Annex garages are part of each department's normal allocation and are available for assignment on a first-come, first-served basis.
- 11.2 In the Tranquility Garage, employees shall pay the employee's portion of the charge for an accessible parking space, as described in paragraph 8.
- 11.3 A copy or photograph of the disabled person parking placard or license plate must accompany an employee's application for parking. This documentation must include the validity period.

- 11.4 Lots C and H may be used as accessible parking locations if an employee's work location is serviced by these lots' shuttle service.
- 11.5 A department director has the discretion to reserve any of his department's parking spaces for the exclusive use of an employee with a disability.

12. AFFIXED AND REMOTE CONTROL DEVICE ACCESS

- 12.1 Where feasible, an access entry system that requires an affixed parking access control device (such as a sticker that is affixed to a vehicle's windshield) may be installed in a parking facility. Such parking access control devices must be permanently affixed to the City vehicle or to the City employee's vehicle.
- 12.2 Remote control access devices (commonly referred to as "garage door openers") are a security risk and are prohibited. All such devices shall be returned to the Security Management Division of the General Services Department.

13. EMERGENCY TRANSPORTATION

- 13.1 The parking official shall provide emergency transportation, such as by taxicab, to employees in situations of dire and unexpected need, such as sudden illness or a death in the family.

14. ENFORCEMENT AND DISCIPLINARY ACTION

- 14.1 The Parking Management Division's parking enforcement officers shall issue a warning citation to any vehicle that does not display a valid employee parking permit while parked in a parking facility governed by this policy.
  - 14.1.1 The Parking Management Division shall provide the employee's departmental liaison with a copy of such warning citations. Upon an employee's receipt of three warning citations in a six-month period, the parking official shall recommend to the employee's director that the employee's parking privileges be suspended for a period of 30 days. Further violations will result in the parking official's recommendation of a longer period of suspension, or termination of parking privileges.
- 14.2 Violation of this policy may result in the suspension or loss of parking and transit card privileges, and disciplinary action.

15. ATTACHMENT

- 15.1 Appendix I – Downtown Parking Facilities
- 15.2 Attachment I – Parking Coupon Log

APPENDIX I  
DOWNTOWN PARKING FACILITIES

15.1	61 Riesner Lot	61 Riesner Street
15.2	300 Milam Lot	300 Milam Street
15.3	611 Walker Garage	611 Walker Street
15.4	Jesse Jones Library Garage	500 McKinney Street
15.5	Travis Garage	1200 Travis Street
15.6	City Hall Annex Garage	901 Bagby Street
15.7	Tranquility Garage	400 Rusk Street
15.8	Lot C	1500 Memorial Drive
15.9	Lot H	1500 Memorial Drive
15.10	Lot W	1002 Washington Avenue
15.11	1400 Lubbock Lot	1400 Lubbock Street
15.12	Hobby Center Garage	330 Rusk Street



**Attachment I**  
**Parking Coupon Log**

**PARKING COUPONS**

**Book#** \_\_\_\_\_ **(1 to 100)**

<b>Coupon #</b>	<b>Date</b>	<b>Name</b>	<b>Employee #</b>	<b>Reason</b>	<b>Signature of Employee</b>
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**PARKING COUPONS**

**Book#** \_\_\_\_\_ **(1 to 100)**

<b>Coupon #</b>	<b>Date</b>	<b>Name</b>	<b>Employee #</b>	<b>Reason</b>	<b>Signature of Employee</b>
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**PARKING COUPONS**

**Book#** \_\_\_\_\_ **(1 to 100)**

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